

***J. Crayton Pruitt Family Department of Biomedical Engineering  
Faculty Meeting Agenda***

Wednesday, April 23, 2025

3:00 – 4:30pm

**Attendees:** Kyle Allen, Markia Bowe, Mingzhou Ding, Xiao Fan, Meghan Ferrall-Fairbanks, Dan Ferris, Sarah Furtney, Chris Geiger, Kuang Gong, Greg Hudalla, Ben Keselowsky, Jamal Lewis, May Mansy, Lee Murfee, Jennifer Nichols, Ivana Parker, Ed Phelps, Ana Porras, Christine Schmidt, Blanka Sharma, Cherie Stabler, Natalie Wasykowski, Lakiesha Williams

**1. Call to Order** – assign attendance/note taker

Notes taken by Jen Nichols

**2. Guest** – none**3. Approval of Agenda and Minutes** – March 26, 2025 minutes emailed in advance

Ana moved to approve. Kyle seconded. Minutes approved unanimously.

**4. Important Dates to Note** (mark your calendars!)Events

- 5/5 – UG Pinning (WERT Lobby)

Seminars (Meghan)

- None

Awards Deadlines (Jamal)

- Mid-June (tentative) – AIMBE
- 9/2 – ASEMFL Rising Star
- 8/15-10/15 – ASEMFL Associate Membership

Events were highlighted. Note, the Undergraduate pinning ceremony is in a new location this year.

**5. Discussion Items**

## 5.1. Safety Minute (Blanka) – Skipped for time.

## 5.2. Items Requiring Action – Faculty Votes (Wes) – applications emailed in advance

## 5.2.1. Holger Russ, COM Pharmacology: Affiliate Request w/o Grad Status (Phelps)

Candidate presented by Ed.

Moved to approve by Mingzhou; seconded by Greg; approved unanimously

## 5.2.2. Jason Butler, COM Hematology/Oncology: Current Affiliate Requesting Grad Status (Williams)

Candidate presented by Lakiesha.

Moved to approve by Ed; seconded by Ana; approved unanimously

### 5.3. Administrative Updates (Natalie)

- Research Administrative Updates:
  - Karen has put in her resignation
  - A new candidate is already moving through HR
    - She has experience with pre- and post-award
    - Also has experience with large project grants
  - Natalie is reflecting on pre-award / post-award splits and will adjust as needed after the new RA starts
- Implementing a new project closeout report (termed 30/60/90 report)
  - This will initiate project closeout 90-days before a project ends. This applies to end of project, no cost extension, and/or end of budget period.
  - BME will also be communicating about IACUC and IRB expiration dates to facilitate project close outs.
- **Reminder: All UF e-mail is subject to Sunshine Laws. This include financial e-mails, which can be subject to internal and external audits.**
- Personnel Reminders:
  - Graders will be terminated mid-May. If you want to transition a grader to a new role, please contact Natalie, Janie, and Hollie.
  - Remember to always inform the department if you have a staff member leave. This includes departures due to graduation.

### 5.4. Department and COE Updates and Discussion Items

#### 5.4.1. Bolch Recognition for 30 Years at UF (Cherie) – Will be honored in May.

#### 5.4.2. ASEMFL Associate and Full Membership (Christine)

- ASEMFL: This is the equivalent of the national academies for the state
  - Admission automatic for national academy members
  - Can also be elected into ASEMFL: There are opportunities at all levels from rising starts (assistant professor rank) to associate (associate or early full professor rank) to full member (full professor rank)
  - Questions should be directed to Christine
- Conference is in November in Orlando. Great opportunity for networking. Conference is open to all. Do not need to be a member.

#### 5.4.3. Discussion of TT Candidates and Hiring Strategies

- Tenure Track (Mingzhou)

➤ Non-Tenure Track (May)

Candidates were discussed.

5.4.4. Bylaws Discussion for Research Scientists and Post-Tenure Review (Wes)

Will be moved to May

5.4.5. SWOT Analysis (Ed) – In-Person meetings by rank are ongoing; written feedback from SWOT will be circulated (if you have concerns tell Cherie)

5.4.6. SFB Discussion (Ed) – Student organization is in danger of losing charter due to lack of interest in officer positions. Please encourage your students to engage.

5.4.7. Chair Updates (Cherie)

- Ex Com Elections Will Be in May Meeting
- Committee Annual Reporting
- College Committee Vacancies – Cherie will circulate an e-mail soliciting interest
- FAR Discussion- Inclusion of DEI activities within your FAR is at the discretion of the faculty member.

5.5. Any Late-Breaking Announcements

**6. Adjourn**